

**State of Maryland Commission on Civil Rights
Commission Meeting
October 8, 2013 – 10am
MINUTES**

Commissioners Present: Robert L. Baum, Esq; Norman Gelman; Rabbi Binyamin Marwick

Present via Conference Call: Laura Esquivel; Gina McKnight-Smith, Pharma. D., MBA; Gary Norman, Esq.;

Management Present: Cleveland Horton, Deputy Director; Nicolette Young, Assistant Director; Glendora C. Hughes, General Counsel

Guest Present: The Honorable Samuel I. “Sandy” Rosenberg, Maryland State Delegate, District 41

Staff Present: S. Spencer Dove, Executive Associate

ITEM	SUMMARY	ACTION
Call to Order	Meeting called to order 10:12am	None.
Approval of Minutes	Motion to approve the minutes; seconded.	Adopted.
Guest Speaker	The Honorable Sandy Rosenberg joined the meeting to discuss legislation he is introducing in the 2014 Legislative Session. Further discussed legislative strategy in broad terms for garnering support for bills.	None.
Executive Director’s Report	None submitted.	None.
Deputy Director’s Report	HUD contract work completed by staff and submitted on time. Deputy Director reviewed prior month’s data, and year-to-date data as submitted in monthly report. Discussed announced vacancies in Case Processing Department, and how MCCR is working to fill those positions as soon as possible. Priority being given to Intake Supervisor.	None.
Assistant Director’s Report	Correction on the FYE 6/30/2013 Operating Budget – Office Equipment (Furniture) 2013 FF Actual should be \$0; Computer Services 2013 FF Actual should be \$9,550. Commissioners expressed a desire for a similar report of MCCR budget on a quarterly basis.	None.
General Counsel’s Report	Reviewed briefly submitted report.	None.
Old Business – Strategic Plan	Executive Management Team reviewing final revisions, new draft will be sent to Commissioners ASAP with a goal of this week.	None

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Old Business – Ethan Saylor – Governor’s Commission for Effective Inclusion of Individuals with Intellectual and Developmental Disabilities	Discussions with Governor’s Office about MCCR providing staffing to the Commission.	None.
Old Business – Staff Appreciation Meeting – October 25, 2013	Please try and make it – will be placed on calendar.	None.
New Business	Commission Chair and Assistant Director working with DBM to initiate and navigate the process for the Executive Director recruitment.	None.
Adjournment	Motion to adjourn 11:47am; seconded.	Adjourned.